
	EMBASSY OF THE UNITED STATES Bogota, Colombia. INTERNATIONAL NARCOTICS AND LAW ENFORCEMENT – I.N.L.	PROJECT: IMPLEMENTATION OF LEARNING CONTENT MANAGEMENT PLATFORM MOODLE FOR NATIONAL POLICE OF COLOMBIA LOCATION: U.S Embassy Bogota, Colombia.	Number of Pages: 1 de 27
			Request No. PR6054023
			Date: December 16, 2016

IMPLEMENTATION OF LEARNING CONTENT MANAGEMENT PLATFORM MOODLE FOR THE NATIONAL DIRECTORY OF SCHOOLS-DINAE OF THE NATIONAL POLICE OF COLOMBIA

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1. INTRODUCCION

The mission of the Bureau of International Narcotics and Law Enforcement Affairs (INL) is to minimize the impact of international crime and illegal drugs on the United States, its citizens, and partner nations by providing effective foreign assistance and fostering global cooperation. This mission, which centers on helping our partner nations establish a capable and accountable criminal justice sector, was expanded during the past decade to include stabilizing post-conflict societies through criminal justice sector development and reform. This mission supports peace and security by stabilizing and strengthening security institutions to build a global security capacity and by combating drug trafficking and other transnational crimes such as money laundering and criminal gangs. It promotes the goal of governing justly and democratically by strengthening justice sector institutions, good governance, and respect for human rights.

INL supports this mission by combining forces with other U.S. Government and international agencies, by taking a regional approach to widespread problems, and by helping stronger governments take responsibility as equal partners in this struggle to disrupt organized crime and other destabilizing groups. INL's priority programs support four overarching goals:


1. Strengthen foreign law enforcement and rule of law to ensure citizen security;
2. Disrupt transnational criminal networks;
3. Establish and maintain global and regional partnerships based on shared objectives;
4. Provide effectively managed foreign assistance.

INL's Office in Bogota, Colombia, similarly provides policy guidance and develops, executes, and monitors programs to address the full range of INL's assistance in Colombia. The International Coordination Division (ICD), a unit within the INL Bogota office, implements a presidential initiative to expand security cooperation between the United States and Colombia to include assistance to third countries. The ICD also manages INL's support and assistance to Colombia to strengthen the country's capacity as a regional exporter of security expertise.

2. BACKGROUND

The Colombian National Police with leading of National Directorate of Schools (DINAE), requires the implementation of an e-learning virtual education platform Moodle, which will support its virtual education processes for more than 230,000 students, wich includes training slots for its active police force, as well as training slots for six countries of the international police community that are part of the action plan for regional security cooperation between the United States and Colombia.

Currently the National Police has an electronic learning management platform Blackboard in payment mode for the administration of its virtual education offer;

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the virtual didactic material of learning and the virtualization of the courses is realized by the contracting of services to companies specialized in the creation of this type of materials. Due to the nature of the institution, the National Police has security policies for the protection of information that restrict the storage of the contents or information in servers that are not in its custody, its administration and its own security policies.

Based on the above, this project seeks to carry out the migration to a platform based on Moodle, which will allow the reduction of its current costs for the use and rental of payment software, licensing and contracting services for the creation of Virtual learning objects.

In addition, through this project will develop the capacity within the National Directorate of Schools for the generation of their own virtual learning objects used in the virtualization of their academic programs.

3. OBJETIVE

Implement a learning content management platform based on Moodle for the National Directorate of Schools (DINAE) of the Colombian National Police.

4. SCOPE

The following graph represents the work packages that makeup the scope of this project:



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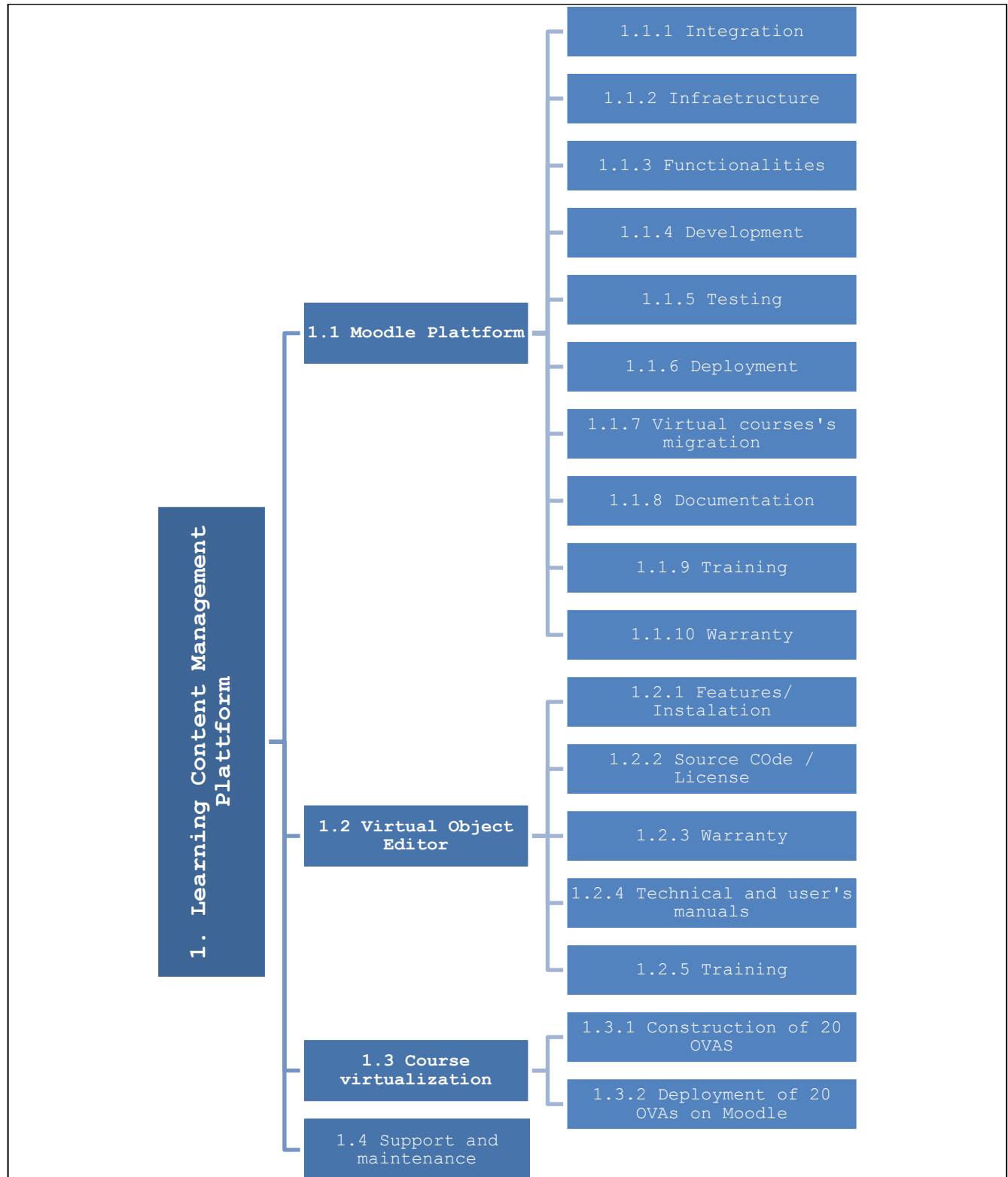
**PROJECT: IMPLEMENTATION OF
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5. TECHNICAL TERMS OF REFERENCE

5.1. TECHNICAL REQUIREMENTS


#	TECHNICAL REQUIREMENTS MOODLE PLATFORM
1.1	MOODLE PLATFORM DEPLOYED IN PRODUCTION
1.1.1	INTEGRATION
1.1.1.1	Development of the functionalities of registration and academic control of the National Police (SIGAC) through the API Moodle (through web service): The LMS shall allow to create class plans, courses, agendas, programs, from SIGAC in Moodle. This integration shall be double-track to also allow the LMS Moodle to feed back to SIGAC.
1.1.1.2	Implementation of a secure SSO (Single SignOn) system between the latest stable version of Moodle (3.x), Google Apps, G Suite de Google, LDAP and the information system SIGAC, Renata, Oracle OID and the Management and Academic Administration Information System Of the DINA. Institution officials and guests must register through independent authentication systems.
1.1.1.3	Implementation of the OID (Oracle Internet Directory) security policies of the National Police for the authentication of external applications.
1.1.1.4	The LMS shall integrated with applications of G Suite from Google
1.1.2	INFRASTRUCTURE & LICENSING
1.1.2.1	The contractor shall have a physical or virtual server with exclusive dedication to the development of the project.
1.1.2.2	Licensing, subscription packages and upgrades of Operating System, web server and databases of pre-production and production environments shall be provided by the contractor by five (5) years
1.1.2.3	The contractor shall create a private versioning repository (SVN - Git) for the management of the Moodle 3.x-National Police package, with at least the following functionalities: <ul style="list-style-type: none"> - Authentication - Security - User management. - Permits.
1.1.2.4	The contractor shall have a dedicated physical or virtual server for the project tests, that includes: <ul style="list-style-type: none"> - Installing Linux Debian operating system - Installation and configuration of the services (Web Apache, BDD PostgreSQL 9.xs) - Application solution (Moodle 3.x + configuration for use with PostgreSQL 9.xs). - Concurrence: Optimization of the system for scaling the solution up to 150 thousand users with a minimum 40% concurrency. - Installation manuals, tutorials and recommendations for resource management (bandwidth, processor, RAM) as well as the service in the cloud.
1.1.2.5	The contractor shall do enrollment, instalation and deployment of a pre-production server in the Client's network (National Directorate of Schools), which will be supplied by the National Police, replicating the architecture of the contractor's testing environment.

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1.1.3	FUNCTIONALITIES TO BE DEVELOPED IN LMS MOODLE 3.X
1.1.3.1	The LMS shall have a Visual Editor that provides an interface for text editing, including WYSIWYG ("WhatYouSeeIsWhatYouGet"), spell checking, and an equation editor.
1.1.3.2	The LMS shall allow you switch between the student's view and the teacher's view when you are developing and uploading content.
1.1.3.3	The contractor shall implement and integrate into the LMS an anti-plagiarism solution that allows the detection of the use of texts from the web and from a repository of internal resources to the National Police, and generate visual reports of the plagiarized parts as well as the percentage of plagiarism contained in a text. The anti-plagiarism tool shall guarantee concurrent use for 500 users.
1.1.3.4	The LMS Moodle 3.x shall allow Spellcheck: This SpellCheck functionality shall include an English-Spanish dictionary, as well as a list of additional words, configured by the administrator, and custom lists of words.
1.1.3.5	The LMS shall allow instructor to create personalized learning paths, through the various contents, internal resources of the National Police and course activities. Content modules, discussions, tasks, activities, exams and other activities are released to students based on a set of previously established criteria: date / time, user name, membership of a group or work team, role within The institution, qualification in any particular activity or previous revision of some other content.
1.1.3.6	The LMS shall allow students to save their location in a Learning Unit and return later. This characteristic shall allow the students to follow a structured path for their progress in the course contents. This path may be mandatory for students or they may even have the ability to access any unit at any time. Students must follow a certain established order, if the teacher determines that the path is mandatory. If this path is not required then users will be able to review the materials in any order.
1.1.3.7	The LMS shall allow teachers to create sequenced learning modules and monitor the progress of students on such learning units based on this sequence or have the ability to select topics of interest from the table of contents.
1.1.3.8	The LMS Moodle shall allow administrators, instructors and students to create and edit texts through text boxes, without having to know HTML or having to use external text editors. It shall allow you to modify and format the text in a simple way and that you can see as you adjust it.
1.1.3.9	The LMS Moodle 3.x shall be customized in coordination with the personnel designated by the DINAIE in accordance with the regulations of identity, image and communication of the COLOMBIA NATIONAL POLICE.
1.1.3.10	The LMS Moodle 3.x will allow the creation of HTML5 course templates, so that the courses created use the established template standard, and can be viewed and used on any device (Responsive).
1.1.3.11	The LMS should have a step-by-step tutorial (assistant) for the creation of courses that uses at least the following criteria: Course name, course ID, course description, create the course from a template, create the course from another course already created in the tool (Course seed), select the course design, course availability, guest access to course, enrollment policies, define that course as a template course. This

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	help must be accessible at all times contextually through "?" Buttons next to the course creation functions.
1.1.3.12	LMS Moodle shall comply with the W3C standards incorporated to facilitate accessibility for people with disabilities.
1.1.3.13	The LMS shall comply with the standards of Responsive Design for operation in mobile devices, maintaining its structure of origin and its functionalities.
1.1.3.14	LMS shall have implemented a Distributed Cache system for mass utilization, performance acceleration, and Offline mode compatibility.
1.1.3.15	The LMS shall be compatible with the following browsers: Mozilla V.25 or higher. Internet Explorer 9 or higher (EDGE) Safari 6 or higher. Google Chrome 30+.
1.1.3.16	The contractor must provide a permanent security audit during the 5-year warranty period and backdoors and security flaws in the Apache / Php / PostgreSQL 9.xSQL 9.x / Postfix / Moodle 3.x suite, Implementation of 256bit Encrypted SSL (HTTPS) protocol
1.1.3.17	The contractor shall validate and implement the policies defined by the National Police's computer security center (CSIRT).
1.1.3.18	The contractor shall offer the configuration, customization, and implementation of security rules and backups on the server hosting the solution, according to the policies of the National Police Telematics Office and the best practices in systems administration And networks.
1.1.3.19	The LMS shall allow the Multisite Mode to manage several syndicated Moodle 3.x portals (web syndication).
1.1.3.20	The contractor shall implement a free Streaming and Videoconferencing system such as google hangout or renata, integrated with the LMS Moodle platform and the Educational Information System, including the configuration of an internal streaming solution (server) to the National Police.
1.1.3.21	The LMS shall allow students to take notes online as they progress through the study of materials.
1.1.3.22	The LMS shall provide a graphical progress indicator of students' grades, with individual and global view of student progress.
1.1.3.23	The LMS shall have the implementation of a qualification system for presencial activities that is integrated with the National Police's Academic Management Information System, through the Oracle database
1.1.3.24	The LMS shall have at least 9 types of questions as activities in the LMS such as multiple choice with single answer, multiple choice with multiple answer, correspondence sorting, fill in the blank, short answer, essay, answer choices with answers / O Falso - True, among others.
1.1.3.25	The LMS shall have a Previos warning system based on an algorithm, which notifies teachers in real time about possible drop-outs or very low grades, and students with alerts and notifications. The criteria are: <ul style="list-style-type: none"> · Number of days without access to the course · Qualifications below or above a certain number · Days past after the due date of an activity
1.1.3.26	The LMS shall provide reports with levels of traceability and advanced statistics on activities developed by different users and level of security,

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	such as history of change of grades, among others, and records of all operations of the LMS platform (Authentication, Messages And emails, Activities, among others)
1.1.3.27	The LMS shall have a community module (private social network) for the management of communities in which users and groups within the institution can collaborate and communicate effectively. The LMS shall allow to create groups such as: clubs, student associations, fraternities, study groups, among others.
1.1.4	DEVELOPMENT
1.1.4.1	Software Requirements Specification (ERS) The contractor shall carry out the lifting of the specifications of software requirements to be developed. These include use cases (or functional requirements) that describe all interactions that users will have with the software. In addition to use cases, the ERS will also contain non-functional (or supplementary) requirements. Non-functional requirements are those that impose constraints on design or implementation. All platform requirements, shall be approved before start designs by designated representative of National Police
1.1.4.2	Software Design The contractor shall make the software designs. These are a description of how the system will meet the requirements with different levels of detail. The higher levels of detail generally describe the components or modules that make up the software to be produced. The lower levels describe, in great detail, each module that will contain the system. All platform designs, included graphical user interface shall be approved before start coding by designated representative of National Police
1.1.4.3	Coding The contractor must carry out the codification of the approved designs of the system and carry out the corresponding unit tests of each development.
1.1.5	TESTING
1.1.5.1	Validation and verification (Testing) The contractor must execute functional tests that guarantee the performance of the characteristics developed. Once the system has been integrated, start this verification stage by checking that the system is consistent with the requirements definition and the functional specifications. On the other hand, the verification consists of a series of activities that assure that the software was implemented correctly with the specified functionalities. At the end of this stage, the system can now be installed in final production environment.
1.1.5.2	The contractor shall make a test plan, which contains at least: <ul style="list-style-type: none"> • Treatment of Requirements. • Estimating the Test Effort. • Testing mapping. • Design of Test Cases.

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	<ul style="list-style-type: none"> • Construction of Risk Matrix. • Arrangement of the Test Plan. • Defect Management. • System load tests (stress tests), concurrency levels • Elaboration of Progress Reports. • Elaboration of Closing of Tests.
1.1.5.3	<p>The Contractor shall perform Unit or Component Testing:</p> <p>These tests will be executed by the development team, basically consisting of the execution of the activities that allow the verification of the development team that the unit components are codified in the conditions of robustness, that is, supporting the input of erroneous data or were unexpected and demonstrate Thus the ability to handle errors in a controlled manner. Each unit component functionality must have a positive and a negative test.</p>
1.1.5.4	<p>The Contractor shall perform Integration Testing:</p> <p>This type of tests are executed by the development team and consist of checking that interacting elements of the software work correctly.</p>
1.1.5.5	<p>The Contractor shall perform System Testing:</p> <p>This tests will be executed by a team of tests external to the development team, (if it is done with a third party to detail the certification obtained) solely dedicated to the tests. This team will execute test activities where it will be possible to verify that all the functionalities have been implemented according to the specification documents defined in the project.</p> <p>The test cases designed for this level of testing cover the functional and non-functional aspects of the system. For the design of the test cases in this level, the equipment will use as deliverable test bases such as: initial requirements, use cases, user stories, designs, technical and end user manuals, test software, among others.</p>
1.1.5.6	<p>The types of tests performed at this level shall be deployed in the test environment and pre-production environment whose infrastructure and architecture will be similar to the final production environment, avoiding to use the actual environment of the client, mainly due to it may cause instability or Unavailability in other services housed in this environment.</p>
1.1.5.7	<p>The contractor shall obtain approval from the National Police for the execution of the Acceptance Tests:</p> <p>In addition to compliance with the testing process and the signature of the person responsible for these activities by issuing a quality certificate on the system being tested, the National Police shall designate a personnel that is part of the internal implementation processes for the execution of acceptance tests.</p>
1.1.6	DEPLOYMENT
1.1.6.1	<p>Implementation phase 1:</p> <p>The contractor shall migrate the development performed and validated in the stage of tests to the pre-production server for tests and final validation of</p>

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	pre-production in the environment of the National Directorate of Schools.
	Implementation phase 2:
1.1.6.2	The contractor shall migrate the development already validated in the pre-production environment and approved for its passage to production server.
1.1.7	MIGRATION OF VIRTUAL COURSES
1.1.7.1	The contractor shall perform the migration of 81 courses in standard SCORM format found in the current LMS Blackboard to new LMS Moodle. In addition, the contractor shall perform import process of each SCORM package in the Moodle platform, including quality control and acceptance.
1.1.8	DOCUMENTATION
1.1.8.1	The contractor shall prepare and deliver the documentation of the implemented developments and the project management, modeling (UML), diagrams, tests, user manuals, technical manuals, with the purpose of eventual corrections and adjustments that arise during the development and implementation of the project, future maintenance and extensions to the system.
1.1.8.2	The contractor shall store the documentation in a repository for its versioning.
1.1.9	TRAINING
1.1.9.1	The contractor shall train the tutors, administrators, teachers and students of the Police in the management and administration of the LMS platform and the modules developed specifically for the project, with 50 training slots for each group, in an hourly intensity not less than 40 hours each. At the end of each event, the contractor shall deliver a participation certificate and signed attendance list.
1.1.9.2	The contractor must create 4 "mooc" for the training of tutors, teachers, administrators and students (one for each), which will be deployed in the LMS. Each "mooc" must have an hourly intensity of not less than 40 hours.
1.1.9.3	The contractor shall conduct the training in person in the city of Bogotá D.C., in the facilities provided by the National Police of Colombia.
1.1.9.4	The contractor shall train 10 officials of the technical team of the National Police, with a hourly intensity of 40 hours, in the use, management and implementation of the SVN - Git versioning tool. At the end of event, the contractor shall deliver signed attendance list.
1.1.9.5	The contractor shall train 10 officials of the technical team of the National Police, with an hourly intensity of 40 hours in the development and programming of the Moodle 3.x System and generation of apps, web services. At the end of event, the contractor shall deliver signed attendance list.
1.1.10	WARRANTY
1.1.10.1	The contractor shall provide a warranty of all the developments and infrastructures configured during a period of five (05) years, counted from the end of the contract. During this period, the contractor must carry out all preventive maintenance operations with the help of adequate monitoring systems and alerts. The contractor must also accompany the National Police in case of escalation of the solution.
1.1.10.2	The contractor shall provide warranty on PostgreSQL for 5 years, counted from the termination date of the contract.

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#	TECHNICAL REQUIREMENTS VIRTUAL OBJECTS EDITOR
1.2	VIRTUAL OBJECTS EDITOR
1.2.1	FEATURES / INSTALATION
1.2.1.1	The contractor shall provide an authoring tool for the creation of virtual learning contents
1.2.1.2	The contractor shall install the author tool in the local network (LAN) of the National Police, and in the cloud (Cloud Computing).
1.2.1.3	The tool shall not require the use of programming languages or graphic design capabilities to develop e-learning content.
1.2.1.4	<p>The tool shall have the following features and functionalities:</p> <ul style="list-style-type: none"> • Import styles and fonts to HTML content • The editor allows editing from the HTML source a Virtual Learning Object developed by the same. • The editor allows the freedom of content and multimedia layout. • The editor offers the possibility of personalizing the contents with fonts, styles, sizes, colors, alignment, search and all the tools of the text editing. • The editor allows hyperlinks to images, texts, videos, documents, both on the Web and within the Learning Object • The editor allows you to embed HTML5 content and content from other websites. • Import videos of any type or format. • The editor has the option of preview, to see the progress of the editing without having to export the content. • The editor allows you to create a template to develop the learning object. • The editor has Online support (Help). • Th eLearning objects are exported with SCORM standards and in .ZIP files that are fully navigable in Offline mode. • The system is based on Cloud Computing architecture, you do not need to install anything on a computer in order to use the content editor. • The system has a shared repository of elements to build virtual learning objects • Has roles of Administrator, Editor and Author
1.2.2	CODE SOURCE / LICENSE
1.2.2.1	The contractor shall supply the Source Code (non-commercial) of the application or life license for use by the National Police
1.2.3	WARRANTY
1.2.3.1	The contractor shall provide help desk support service for the warranty of the tool for 5 years.
1.2.3.2	5 years of updating of the author tool by matrix house
1.2.4	MANUALS
1.2.4.1	The contractor shall supply the Manuals of Use for virtual objects editor
1.2.5	TRAINING
1.2.5.1	The contractor shall train 30 National Police officers in the handling of the tool, with an hourly intensity of not less than 40 hours. At the end of the event, the contractor shall deliver signed participation certificate and attendance list.
1.2.5.2	The training shall take place in the city of Bogota D.C., in the facilities

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	provided by the National Police of Colombia.
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#	TECHNICAL REQUIREMENTS: VIRTUALIZATION OF COURSES
1.3	VIRTUALIZACIÓN DE CURSOS
1.3.1	CONSTRUCTION 20 VIRTUAL LEARNING OBJECTS (VLO)
1.3.1.1	The contractor shall develop the 20 virtual learning objects with the proposed tool
1.3.1.2	The contractor shall develop the 20 virtual learning objects in the facilities of the National Police (National Directorate of Schools) by 4 professional experts in the management of the virtual objects editing tool, with the accompaniment and transfer of technology to the virtualization team Of educational contents of the National Police.
1.3.1.3	The graphic line shall be compatible with the standards and requirements established by the National Police.
1.3.1.4	The graphic line shall generate a standard with templates agreed with the National Police.
1.3.1.5	The 20 lessons shall last between 60 and 80 hours.
1.3.1.6	The 20 virtual learning objects shall be compatible with SCORM-IMS standards.
1.3.1.7	All course designs must be approved before development begins by the designated representative of the National Police
1.3.1.8	All course developments must be approved before being deployed in Moodle by the designated representative of the National Police
1.3.2	DEPLOYMENT OF 20 VIRTUAL LEARNING OBJECTS IN MOODLE
1.3.2.1	The 20 virtual objects shall be deployed in the Moodle platform

#	TECHNICAL REQUIREMENTS: SUPPORT AND MAINTENANCE
1.4	SUPPORT AND MAINTENANCE
1.4.1	SUPPORT AND MAINTENANCE OF LMS PLATFORM AND VIRTUAL OBJECT EDITOR
1.4.1.1	The contractor shall provide the support and maintenance service for 1 year, from the date of completion of the three (3) deliverables. This service will have option of extension each year up to 4 years.
1.4.1.2	<p>The contractor shall provide support and maintenance when problems occur within the existing system and involve the correction of errors that were not discovered in the test phases, improvements in the implementation of the system units and changes to meet the new requirements. The maintenance can be classified in: corrective, adaptive, perfective and preventive.</p> <p>The monthly maintenance tasks to be carried out by the contractor and those to be taken internally shall also be established with the equipment defined by the National Department of Schools.</p>
1.4.1.3	<p>The Contractor shall provide Incident and PQR Help Desk software, with the following characteristics:</p> <ul style="list-style-type: none"> - Ticket management system - Generation of file number - Automatic creation of Tickets from an email address - Management of departments - Management of graphs and reports


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	<ul style="list-style-type: none"> - Customizable status management (closed, open, in progress ...) - Manage customizable fields - Quality indicators in real time (Open tickets, Average response time) - Online chat
1.4.1.4	<p>Through the help desk service, the contractor shall meet at least:</p> <ul style="list-style-type: none"> • LMS Optimization: Refers to server performance that improves MOODLE performance. • Parametrization of the LMS: Refers to the parameters or organization of the structure of the courses and contents. • Preventive monitoring and configuration of environment variables. It refers to variables such as friendly addresses, redirection, PHP versions, Apache among others that can degrade the performance of the MOODLE platform. • LMS Moodle versioning management. Refers to the management of corrective updates of the LMS (Moodle) version for security vulnerabilities or to correct bugs in the CORE of the LMS, after a feasibility study and approval of the update. • Run Moodle core patches distributed directly by Moodle.org to fix vulnerabilities and bugs. This is done to correct errors that may affect the proper functioning of the platform and previous feasibility study and approval of the update.
1.4.1.5	<p>The contractor must agree, plan and execute monthly with the National Police of Colombia the maintenance activities of the platform that are required for the optimal operation of the same.</p>

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5.2. PROJECT MANAGEMENT REQUIREMENTS

#	PROJECT MANAGEMENT REQUIREMENTS
5.1.1	The contractor must execute a project start-up meeting during the next 10 calendar days after signing the contract with representatives of the American Embassy and National Police. This meeting will include at least: presentation of the work team, work plan, initial identification of risks and deliverables.
5.1.2	The contractor must prepare the Project plan and a detailed schedule of the activities required to fulfill the scope of the Project, which will be updated weekly
5.1.3	The contractor shall prepare a plan for the risk mitigation of the Project, which will be updated weekly
5.1.4	The contractor shall prepare a communication plan defining the official channels for communications and approvals required during the project (meetings, communications, approvals, support requests)
5.1.5	The contractor must prepare a traceability matrix of requirements that allows them to be monitored during the phases of the project life cycle
5.1.6	The contractor shall hold a weekly follow-up meeting with representatives designated by the American Embassy and National Police, to validate the progress of the project and mitigate the risks that are identified. Each meeting shall be recorded in a file, which must include at least: Schedule follow-up, follow-up of the risk plan and its respective action plan, follow-up milestones, list of meeting participants.
5.1.7	The contractor shall prepare the Acceptance of Conformity Act of each work package, signed by the Chief of the Pedagogical Mediation Center of the National Police and the representative appointed by the American Embassy. The record shall include a checklist of the requirements of the deliverable.
5.1.8	The contractor shall respond in a maximum of three days to the communications sent by the American Embassy and National Police in relation to the project (telephone calls, mails, offices, video conference)
5.1.9	The contractor shall create a repository to store the documentation associated with the project management.
5.1.10	The contractor shall create a quality assurance plan in order to ensure compliance with the product and project requirements established in the scope of the contract.

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5.3. CONTRACTOR'S EXPERIENCE REQUIREMENTS


The contractor must demonstrate minimum experience in:

#	MINIMUM EXPERIENCE REQUIREMENTS FOR CONTRACTOR
5.2.1	Development, implementation and operation of at least three (03) LMS Moodle platforms for the national or international government or private sector.
5.2.2	Operation of virtual education projects of more than THIRTY THOUSAND (30,000) users.
5.2.3	Operation of e-learning help desk services.
5.2.4	System administration (servers).
5.2.5	Development and administration of databases Oracle and PostgreSQL 9.XSQL
5.2.6	Development in Java and Oracle Forms programming languages.
5.2.7	Integration of Moodle with external Information Systems.

5.4. MILESTONES

The following table describes the milestones defined for the project:

#	DELIVERABLE	MILESTONE
1.1	MOODLE PLATFORM DEPLOYED IN PRODUCTION ENVIRONMENT	1.1.1 Finished integrations
		1.1.2 Approved Requirements Specifications
		1.1.3 Approved designs
		1.1.4 Finished Tests
		1.1.5 Development completed
		1.1.6 Platform deployed in production
		1.1.7 Migration of courses to Moodle Completed
		1.1.8 Training completed
1.2	EDITOR OF VIRTUAL OBJECTS INSTALLED IN NATIONAL POLICE INFRASTRUCTURE	1.2.1 Editor installed in production equipment National Police
1.3	VIRTUALIZATION OF 20 COURSES AND DEPLOYMENT IN MOODLE	1.3.1 Courses Design 1 to 5 Approved
		1.3.2 Development courses 1 to 5 Approved
		1.3.3 Courses 1 to 5 deployed in Moodle
		1.3.4 Courses Design 6 to 10 Approved
		1.3.5 Development courses 6 to 10 Approved
		1.3.6 Courses 6 to 10 deployed in Moodle
		1.3.7 Courses Design 11 to 15 Approved
		1.3.8 Development courses 11 to 15 Approved
		1.3.9 Courses 11 to 15 deployed in Moodle
		1.3.10 Courses Design 16 to 20 Approved
		1.3.11 Development courses 16 to 20 Approved
		1.3.12 Courses 16 to 20 deployed in Moodle

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1.4	SUPPORT AND MAINTENANCE	1.4.1 Start of support and maintenance period
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5.5. **DELIVERABLES**

The following table describes the deliverables defined for the project:

#	DELIVERABLE	CRITERIO DE ACEPTACIÓN
1.1	MOODLE PLATFORM DEPLOYED IN PRODUCTION ENVIRONMENT	It has been validated by the National Police and the American Embassy to comply with each of the requirements associated with the deliverable described in the section of technical requirements The acceptance of the deliverable has been signed It has been validated by the American Embassy and National Police to comply with the requirements for project management
1.2	EDITOR OF VIRTUAL OBJECTS INSTALLED IN NATIONAL POLICE INFRASTRUCTURE	
1.3	VIRTUALIZATION OF 20 COURSES AND DEPLOYMENT IN MOODLE	

5.6. **PERIOD OF PERFORMANCE**

The contractor must complete the scope of the project within 3 months, counting from the signing of the contract.


5.7. **PLACE OF PERFORMANCE**

The scope of this work will be carried out in Bogota-Colombia. The contractor shall be responsible for its own housing, logistics and transportation for all field visits.

5.8. **PERSONNEL**

The contractor shall provide the appropriate number of personnel to fully implement this work order. The contractor shall provide documentation to demonstrate the appropriate experience for each individual in the team. Team members must be available to carry out all the activities described in this application until the end of the project

The contractor must include in his proposal, the members of the work he deems necessary in terms of quantity and technical competence to carry out the scope of the project, including at least:

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QUANTITY	ROL	PROFILE
1	PROJECT MANAGER	+ Systems Engineer or Industrial Engineer or Telecommunications Engineer + Specialist in project management or company management or PMP certificate + Minimum Experience 2 years software development projects
3	MOODLE PROFESSIONAL	+ Systems Engineer or Computer Engineer or Telecommunications Engineer + Experience 3 Years certified in LMS development and implementation Moodle
1	DATA BASE PROFESSIONAL	+ Systems Engineer or Computer Engineer or Telecommunications Engineer + Experience certified 3 years development of databases PostgreSQL 9.xs
4	EDITING VIRTUAL LEARNING OBJECTS PROFESSIONAL	+ Professional in any discipline + Experience in instructional design o Pedagogical adaptation or graphic design + Experience learning content virtualization + Knowledge of the tool for editing virtual objects learning proposed by the contractor

Team members assigned to project shall have Spanish speaking and reading skills at or equivalent to the Foreign Service Institute (FSI) proficiency level of 3 or higher. For more information and definition of the language proficiency level, please refer to <http://www-01.sil.org/lingualinks/LANGUAGELEARNING/MangngYrLnggLrnngPrgrm/TheILRFSIProficiencyScale.htm>


6. MAGNITUDE OF PROJECT

INL anticipates that the range in price of this contract will be between US \$100,000 and \$250,000

7. PAYMENT

Payments shall made according to the following information:

#	PAYMENT	DELIVERABLE	REQUIREMENT
1		MOODLE PLATFORM DEPLOYED IN PRODUCTION	THE DELIVERABLE HAS BEEN FINISHED AND ACCEPTED
2		EDITOR OF VIRTUAL OBJECTS INSTALLED IN NATIONAL POLICE INFRASTRUCTURE	THE DELIVERABLE HAS BEEN FINISHED AND ACCEPTED
3		VIRTUALIZATION OF 20 COURSES AND DEPLOYMENT IN MOODLE	THE DELIVERABLE HAS BEEN FINISHED AND ACCEPTED


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4	SUPPORT AND MAINTENANCE FOR 1 YEAR	AT THE START OF THE SERVICE PROVISION
5	OPTION YEAR 2: SUPPORT AND MAINTENANCE	AT THE START OF THE SERVICE PROVISION
6	OPTION YEAR 3: SUPPORT AND MAINTENANCE	AT THE START OF THE SERVICE PROVISION
7	OPTION YEAR 4: SUPPORT AND MAINTENANCE	AT THE START OF THE SERVICE PROVISION
8	OPTION YEAR 5: SUPPORT AND MAINTENANCE	AT THE START OF THE SERVICE PROVISION

8. SUBMISSION OF OFFERS

The contractor must include in his proposal the following documents:

1. Documentation of the company: According to the information requested in Annex A.
2. Documentation that supports the experience requirements established in the section "Contractor's Experience Requirements", According to the information requested in Annex B.
3. Proposal of work plan that includes at least:
 - a) High Level project schedule showing phases, milestones and deliverables.
 - b) Contact information and professional profiles of each team member (detail about formal education and experience). Documentation to demonstrate appropriate experience for each individual in the team.
 - c) Tools used to monitor the development and management of the project
 - d) Development methodology used for the customization of the Moodle platform
 - e) Procedure for controlling project changes and versioning artifacts
 - f) Proposal for the control and quality assurance of the product and the Project.
4. Economic proposal: The contractor shall submit an economic proposal according to Annex C.

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9. ADDITIONAL REQUIREMENTS

The following information should be carefully reviewed by any vendor contemplating an offer for this contract:


- a) Experience: INL will carefully review past performance and experience of the proposed contractor. Please provide at least three and maximum five examples of previous projects similar to this solicitation. The examples can focus on one or more aspects of this solicitation; however, at a minimum, examples should provide relevant experience for each of the criterion listed within the contractor requirements and deliverables. Please also explain how or provide evidence that your team has sufficient experience and capability in each of the following:
 1. Implementing e-learning Moodle platforms in new or existing environments
 2. Providing support and maintenance services for e-learning platforms
 3. Developing integrations of e-learning platforms with other applications
- b) Proposed Work Plan: The Contractor's proposal shall include detailed information about the following:
 1. Experience of personnel: INL will review how the proposed team members meet or exceed the minimum qualifications listed in the solicitation. The Contractor must provide evidence of past work successes directly resulting from the individual's efforts, how this experience compares to this solicitation, and how this individual's experience will affect the overall outcome.
 2. Control and quality assurance Plan: The plan shall provide a detailed explanation of methods to be used to ensure that all requirements are met: timeline, costs, objectives, and resources.

10. GUARANTEE BOND

To ensure compliance with the obligations arising from the project, the contractor must establish and deliver ten (10) days after contract award:

- Guarantee of general compliance with the obligations of the contract: For thirty percent (30%) of the value of the contract, with a validity equal to the term of execution of the contract and twelve (12) more months, and any extensions if any.

Social Security System: In addition to the requirements listed above, all workers and subcontractors who are employed on the project shall be registered with a Social Security System, which includes an E.P.S. (Health Entity) and an A.R.P. (Professional Risk Administration Company), and the Contractor shall be up to date with the respective payments. The contractor shall likewise take on responsibility

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for any damages or prejudices which might result from any and all actions and activities of the Contractor. The Contractor shall submit copies of payment tables during the long project to the COR.

11. CONFIDENCIALITY OF INFORMATION AND ITELLECTUAL PROPERTY

For all software developments implemented, the executables and the source code must be delivered, which will be owned by the National Police-National Direction is Schools and will be transferred under the guidelines of the copyright law.

The contractor must sign an act of confidentiality, which is a format controlled by the National Police, through which they guarantee the confidentiality of the information to which it has access during the development of the project as well as the procedure for the erasure of the Information owned by the National Police residing on the contractor's servers upon completion of the project.

The contractor agrees do not publish the information obtained during the development of this contract. The information and software obtained as a result of the scope of this project may not be used for other purposes without the permission of the Contracts Officer.

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ANNEX A. FIRM AND PROJECT INFORMATION

FIRM INFORMATION:

		NIT NUMBER:	
		WEB PAGE:	
NAME	ADDRESS	TELEPHONE/FAX	E-MAIL ADDRESS

Owners, Partners, Directors:

NAME	# IDENTIFICATION	POSITION	TELEPHONE/FAX	E-MAIL ADDRESS

Legal Representative and backups:


NAME	# IDENTIFICATION	POSITION	TELEPHONE/FAX	E-MAIL ADDRESS

Project Manager and personnel for this project:

NAME	# IDENTIFICATION	POSITION	TELEPHONE/FAX	E-MAIL ADDRESS

Subcontractors for this project (if it does not apply indicate it in the chart):

NAME	ACTIVITY TO PERFORM	% FROM PROJECT TOTAL	TELEPHONE/FAX	E-MAIL ADDRESS

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Suppliers for this project:

NAME	ACTIVITY TO PERFORM	% FROM PROJECT TOTAL	TELEPHONE/FAX	E-MAIL ADDRESS

Requierevements of the Offeror and Owners/partners:

DESCRIPTION	YES	NO	NOTES
Has all licenses and permits required by local law to perform?(Chamber of Commerce, Merchandise Register, Professional Licenses, etc.)?			
Meets local insurance requirements (Prestaciones Sociales, ICA, Sena, etc.)?			
Has the ability to obtain a guarantee bond issued by a reputable financial institution?			
Has adverse criminal record?			
Has political or business affiliation which could be considered contrary to the interests of the United States.			

I certify that the information is accurate and verifiable


Signature of Legal representative

Date

Name of Legal representative

Id Number


****Artículo 289 del Código Penal Colombiano:** “El que falsifique documento privado que pueda servir de prueba, incurrirá, si lo usa, en prisión de uno (1) a seis (6) años .”

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ANNEX B. FIRM EXPERIENCE

Indicate the experience of the firm in similar projects performed in the last 8 years. Include maximum 5 and minimum 3 projects. Do not include certifications or contract copies. In case we need we will require it afterwards.

ITEM	1	2	3	4	5
NAME OF CLIENT					
(*1)CLIENT SECTOR					
CLIENT ADDRESS					
CLIENT TELEPHONE NUMBER					
CLIENT POINT OF CONTACT (NAME AND TELEPHONE NUMBER)					
CONTRACT NUMER					
(*2)TYPE OF CONTRACT					
NAME OF THE CONTRACT OR PROJECT					
PROJECT LOCATION					
PROJECT STARTING DATE					
PROJECT FINISH DATE					
WAS THE PROJECT FINISH ON TIME? (Explain if needed)					
CONTRACT PRICE IN PESOS					
NUMBER OF PLATFORM USERS					
THE PROJECT REQUIRED FOR SUPPORT HELP DESK SERVICES?					
THE PROJECT REQUIRED SERVER ADMINISTRATION?					
THE PROJECT REQUIRED DEVELOPMENTS IN ORACLE DATABASES?					
THE PROJECT REQUIRED DEVELOPMENTS IN PROQUEST DATABASES?					
THE PROJECT REQUIRED DEVELOPMENTS IN JAVA / ORACLE FORMS?					
THE PROJECT REQUIRED INTEGRATIONS WITH EXTERNAL APPLICATIONS?					
INDICATE IF IN THIS PROJECT YOU WERE THE PRIME CONTRACTOR, SUBCONTRACTOR OR ASSOCIATE					
INDICATE THE PERCENTAGE OF PARTICIPATION OF YOUR FIRM IN THIS PROJECT					
BRIEF DESCRIPTION OF THE SCOPE OF THE PROJECT					
(*3) COMPARISON OF THE WORK PERFORMED WITH THIS SOLICITATION					
BRIEF DESCRIPTION OF TECHNICAL PROBLEMS ENCOUNTERED AND THE WAY THEY WERE SOLVED					

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METHOD OF ACQUISITION (PUBLIC SOLICITATION, PRIVATE, DIRECT)					
HAVE YOU HAD ANY CONTRACT TERMINATIONS IN THE LAST FOUR (5) YEARS?					
REASONS FOR TERMINATIONS					
YOU HAVE HAD ANY NON COMPLIANCE OF CONTRACT IN THE LAST 5 YEARS					
REASONS FOR NON COMPLIANCE					

(*1)Goverment, private, education, energy
 (*2) Consulting, Design, Implementation, Integration, Operation, Support and Maintenance
 (*3) En here you should indicate which activities performed are similar to the work being contracted.

I certify that the information is accurate and verifiable


 Signature of Legal representative

 Date

 Name of Legal representative

 Id Number

****Artículo 289 del Código Penal Colombiano: "El que falsifique documento privado que pueda servir de prueba, incurrirá, si lo usa, en prisión de uno (1) a seis (6) años ."**

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ANNEX C. ECONOMIC PROPOSAL

a. BASE PERIOD

	Description of Service	Quantity	Unit of Measure	Price per Unit	Total Price \$ (Qty x Unit Price)
1	Moodle Platform Deployed in Production.	1	SV-Service		
2	Editor of Virtual Objects installed in National Police Infrastructure	1	EA-each		
3	Virtualization of 20 courses and deployment moodle	20	EA-each		
4	Support and maintenance for base year	1	YR-year		

Base Year Total: \$ _____

b. FIRST OPTION YEAR PRICES


	Description of Service	Quantity	Unit of Measure	Price per Unit	Total Price \$ (Qty x Unit Price)
5	Support and maintenance for first option Year	1	YR-year		

First Year Total: \$ _____

c. SECOND OPTION YEAR PRICES

	Description of Service	Quantity	Unit of Measure	Price per Unit	Total Price \$ (Qty x Unit Price)
6	Support and maintenance for second option Year	1	YR-year		

Second Year Total: \$ _____

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d. THIRD OPTION YEAR PRICES

	Description of Service	Quantity	Unit of Measure	Price per Unit	Total Price \$ (Qty x Unit Price)
6	Support and maintenance for second option Year	1	YR-year		

Third Year Total: \$ _____

e. FOURTH OPTION YEAR PRICES


	Description of Service	Quantity	Unit of Measure	Price per Unit	Total Price \$ (Qty x Unit Price)
6	Support and maintenance for second option Year	1	YR-year		

Fourth Year Total: \$ _____

f. GRAND TOTAL:

Base Period: \$ _____
 First Option Year: \$ _____
 Second Option Year: \$ _____
 Third Option Year: \$ _____
 Fourth Option Year: \$ _____

Grand total for Base and All Option Years: \$ _____

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IMPORTANT

The Contractor shall submit all information under section 8 SUBMISSIONS OF OFFERS. Lack and/or omission of such technical information shall render the proposal invalid and the proposal shall not be taken into consideration during the solicitation process.